

HOW TO ENROLL FOR TRAINING IN FACES.NET

CREATION DATE: March 3, 2006

Pointers to Remember:

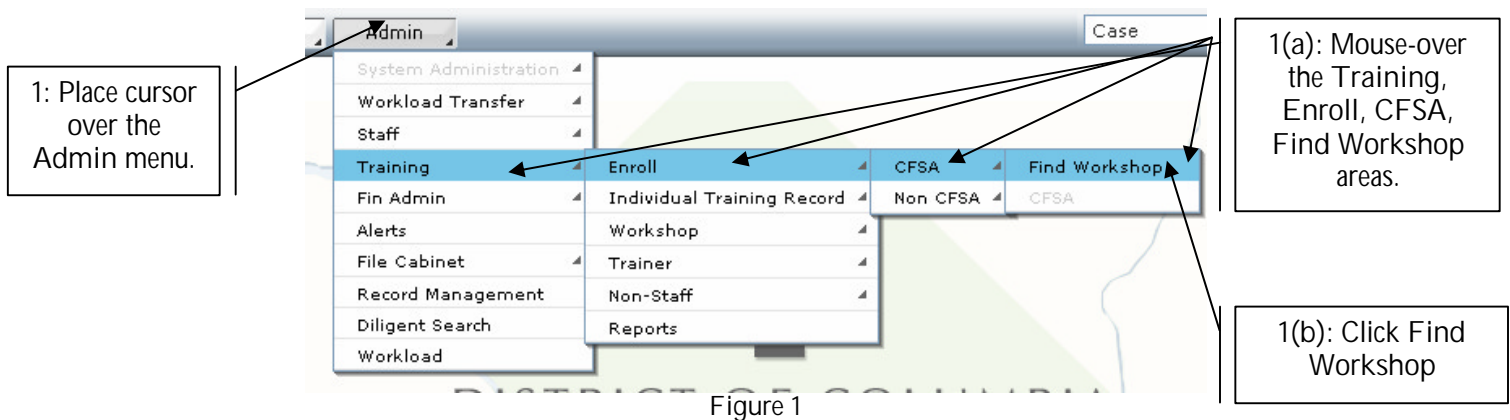


The Enrollment screen is used to enroll individuals in training workshops. There are two types of workshops to enroll in, CFSA and non-CFSA. Either type of workshop requires a supervisory approval.

Enroll in Workshop

Steps Include:

Step 1: Place the cursor over the Admin menu, then Training, Enroll, CFSA, and click Find Workshop.



The Workshop search screen displays.

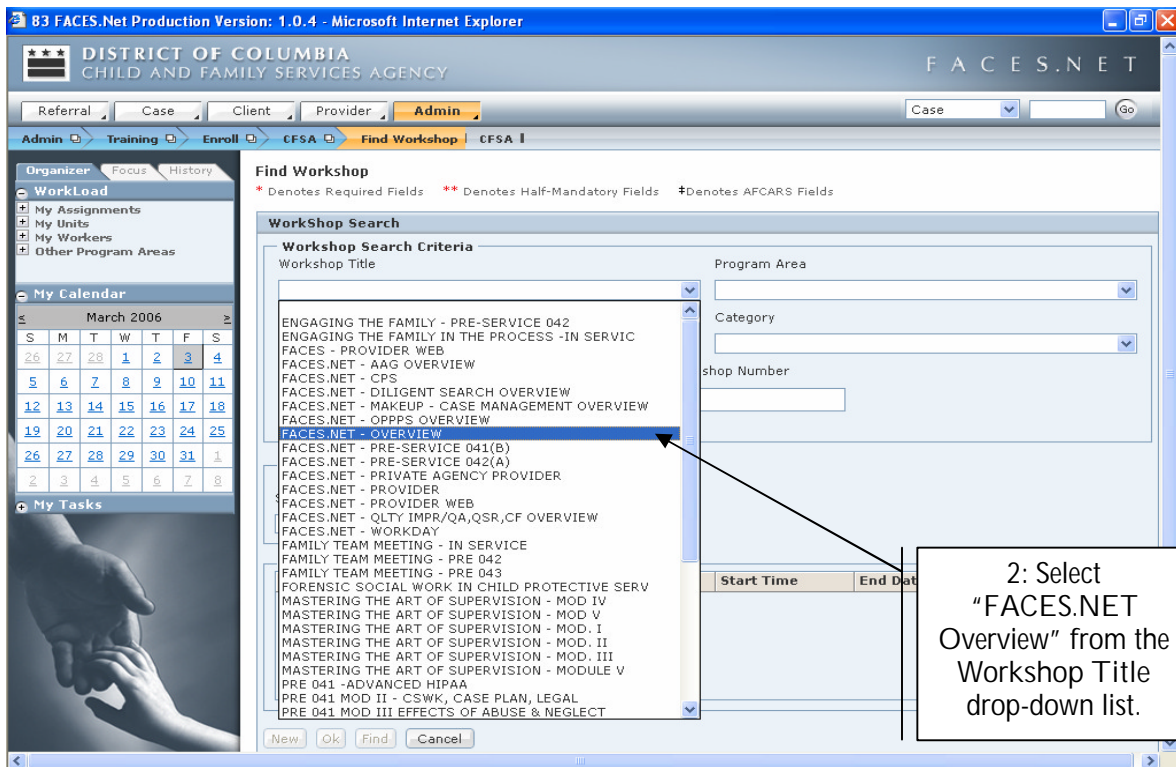


Figure 2

Step 2: Select "FACES.NET Overview" from the Workshop Title drop-down list.

Step 3: Click the Find button to display the Workshop Search Results list in the inset grid.

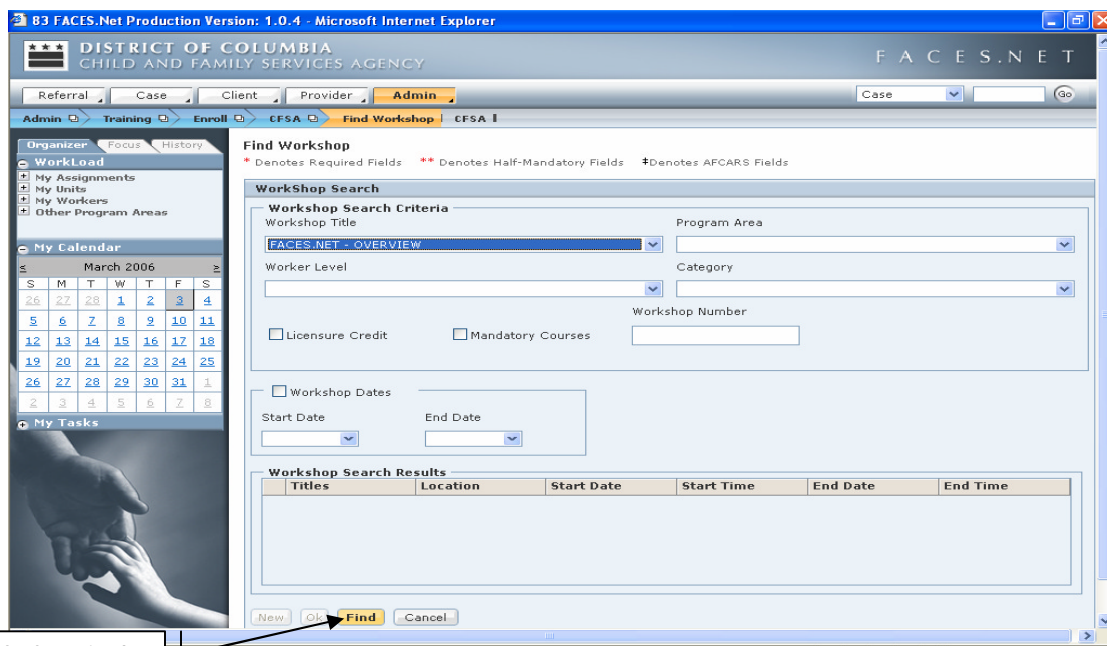


Figure 3

Step 4: Select the workshop from the inset grid.

Step 5: Click the OK button.
The Training breadcrumbs will refresh with a CFSA button.

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Referral Case Client Provider **Admin**

Admin Training Enroll CFSA Find Workshop CFSA

Find Workshop
* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Workshop Search

Workshop Search Criteria

Workshop Title: FACES.NET OVERVIEW Program Area: [Dropdown]
Worker Level: [Dropdown] Category: [Dropdown]
☐ Licensure Credit ☐ Mandatory Courses Workshop Number: [Text Box]
☐ Workshop Dates
Start Date: [Dropdown] End Date: [Dropdown]

Workshop Search Results

Titles	Location	Start Date	Start Time	End Date	End Time
FACES.NET OVERVIEW		01/30/2006	08:15AM	03/31/2006	04:00PM

New Ok Find Cancel

Figure 4

Step 6: Click the CFSA button.
The Training Enrollment CFSA screen displays.

Step 7: Click the Find Persons button to add yourself to the class.
The Search Person screen displays.

6: Click CFSA button.

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Referral Case Client Provider **Admin**

Admin > Training > Enroll > CFSA > Find Workshop > CFSA

Training Enrollment CFSA
* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

CFSA Workshop Details

Title: FACES.NET OVERVIEW

Workshop No: Enrollment Cut Off Date: 1/25/2006 Location: Session No:

Start Date: 1/30/2006 Start Time: 8:15 AM End Date: 3/31/2006 End Time: 4:00 PM

Number Enrollment: 0 Number Waitlisted: 0 Total Capacity: Total Waitlist Capacity:

☐ Special Requirments to course Eligibility

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
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FACES.NET

Figure 5

7: Click Find
Persons button.

Step 8: Click the Find button.

Step 9: Select yourself from the search results and click the Ok button.
The Training Enrollment CFSA screen displays and previously selected person displays in inset grid.

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Referral Case Client Provider **Admin**

Admin Training Enroll CFSA Find Workshop CFSA

Training Enrollment CFSA
* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Search Person

Person/Trainer Search Criteria

☒ Staff ☐ NonStaff ☐ Trainer ☐ Foster/Adoptive Parent

By Name
First: SALLY Middle: Last: SMITH

By Supervisor: [Dropdown]

By Program Area: Placement Services Administration [Dropdown]

☐ All Start Date: [Dropdown] End Date: [Dropdown]

Person/Trainer Search Result

Name	Program Area
SALLY SMITH	Placement Services Administration

New Ok Find Clear Cancel

9: Then select yourself and click Ok.

8: Click Find button.

Figure 6

Step 10: Click the Approval button to create a request for approval to the supervisor.

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Referral Case Client Provider **Admin**

Admin Training Enroll CFSA Find Workshop CFSA

Training Enrollment CFSA
* Denotes Required Fields ** Denotes Half-Mandatory Fields + Denotes AFCARS Fields

CFSA Workshop Details

Title: FACES.NET OVERVIEW

Workshop No: Enrollment Cut Off Date: 1/25/2006 Location: Session No:

Start Date: 1/30/2006 Start Time: 8:15 AM End Date: 3/31/2006 End Time: 4:00 PM

Number Enrollment: Number Waitlisted: Total Capacity: Total Waitlist Capacity:

☐ Special Requirements to course Eligibility

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Name	Phone
SALLY SMITH	Potential Enrollee	Placement Unit Social Worker	Placement Services Administration	()--

Figure 7

10: Click Approval to request approval from supervisor.

Step 11: Click the Request checkbox.

Step 12: Click the Ok button to send the approval request to the supervisor.

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Referral Case Client Provider Admin

Admin Training Enroll CFSA Find Workshop CFSA

Organizer Focus History

WorkLoad

My Assignments

My Calendar

January 2006

S M T W T F S

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

My Tasks

Training Enrollment CFSA

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Approval

Requesting Worker	Request Date	Approving/Denying Worker	Approve/Deny Date
SALLY SMITH	Wednesday, January 18, 2006		

Requesting Worker: SALLY SMITH

Requesting Date: Wednesday, January 18, 2006

Approving Worker: FORBES, JILL - Placement - Ms

Approving Date:

☒ Request ☐ Approve ☐ Send Back

Reason:

Comments:

OK Cancel

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

11: Click Request checkbox.

Figure 8



Note:

- Individuals requesting enrollment in training are not officially registered for a workshop until it is approved by the supervisor.
- Also see Section 15 - Support Tools in the Case Management manual for more details.